

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]  
NASA Management Office (Code SJ)

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**Subject: Competing and Awarding Prime Contract for JPL Operations**

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**NASA Headquarters  
Office of Space Science (OSS)**

**Office Work Instruction**

# **Competing and Awarding Prime Contract for JPL Operations**

Approved by: (Original signed by Dr. Earle K. Huckins) Date: (05/01/2000)  
Dr. Earle K. Huckins  
Deputy Associate Administrator for Space Science

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| <b>STATUS<br/>(BASELINE/<br/>REVISION/<br/>CANCELED)</b> | <b>DOCUMENT<br/>REVISION</b> | <b>EFFECTIVE<br/>DATE</b> | <b>DESCRIPTION</b>  |
|--|------------------------------|---------------------------|---|
| Baseline   |                              | 02/01/1999                | <ul style="list-style-type: none"> <li>Initial "baseline" version of the OWI.</li> </ul>  |
| Revision   | A                            | 05/10/1999                | <ul style="list-style-type: none"> <li>Incorporates modifications responsive to NCRs #291, #293, #301, #302, #308, #311, #315, and #317 from the NASA HQ ISO-9001 Pre-Assessment audit.</li> </ul>  |
| Revision   | B                            | 11/16/1999                | <ul style="list-style-type: none"> <li>Deletes words "and Administering" from OWI title, modifies text in Section 1, Section 2, and Section 3, deletes Step #9 in Section 6 of Revision A, and deletes "Task Orders" and "Task Order Amendments" quality records in Section 5 and Section 7 because of creation of new HOWI5135-S020 and HOWI5135-S021 to separately address NMO administration of direct and reimbursable task orders.</li> <li>Incorporates modifications by Process Owner to process flow in Section 5 and process description in Section 6.</li> <li>Incorporates additional quality records into Section 5 and Section 7.</li> <li>Clarifies that the "Approximately 18 months prior to expiration of the existing JPL operations contract" deadline in Step #6.1 of Section 6 is a <u>self-levied milestone</u>, not an external mandatory requirement.</li> <li>Clarifies in Step #6.1 of Section 6 that the <u>NMQ</u> creates the letter that the NASA Administrator signs to authorize use of an FFRDC (JPL) (which letter is therefore retained as an NMO quality record in Section 7).</li> <li>Adds "NOTE #3" in Section 7 to explain that the requisite evidence of approval of each of the listed quality records is incorporated <u>within</u> each record.</li> <li>Incorporates recent terminology and format standardization.</li> </ul> |
| Revision   | C                            | 05/01/2000                | <ul style="list-style-type: none"> <li>Modifies the entry in Section 4 pertaining to the NASA/Caltech Prime Contract.</li> <li>Incorporates modifications by Process Owner to process flow in Section 5 and process description in Section 6 (e.g., combining Steps 6.5, 6.6, and 6.7).</li> </ul>  |

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**1. PURPOSE**      The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) competes and awards the prime contract for operation of the Jet Propulsion Laboratory (JPL).

### **2. SCOPE AND APPLICABILITY**

2.1                  This OWI for competing and awarding the prime contract for operation of the Jet Propulsion Laboratory is the primary responsibility of the Contracts Management Section of the NASA Management Office (NMO) for JPL.

2.2                  Every five years, as the extant contract for operation of JPL nears the end of its performance period, the NMO initiates the process necessary to award a new contract, thereby ensuring critical NASA programs managed by JPL continue without interruption. The process documented in this OWI identifies the activities required to complete the process of recompeting the prime JPL contract.

### **3. DEFINITIONS**

3.1                  AA. Associate Administrator for Space Science.

3.2                  Code H. NASA Headquarters Office of Procurement.

3.3                  Commerce Business Daily (CBD). A listing of United States Government notices of proposed procurement actions and government awards, published each business day.

3.4                  Federally Funded Research and Development Center (FFRDC). A designation permitted where critical Government research and development needs cannot be met as effectively through existing Government resources or normal contractor relationships, necessary to facilitate accomplishment of NASA mission-essential functions.

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- 3.5            Jet Propulsion Laboratory (JPL). NASA's only FFRDC. It conducts solar-system exploration.
- 3.6            Justification for Other than Full and Open Competition (JOFOC). A written document serving to justify award of a contract on a non-competitive basis.
- 3.7            NASA Management Office (NMO). The local NASA contracting authority for matters pertaining to operation of the Jet Propulsion Laboratory.
- 3.8            Request for Proposal (RFP). The release of a proposed procurement action to sources believed to possess the capacity, competence, and experience necessary to support the proposed requirement.

### **4. REFERENCES**

- 4.1            ANSI/ISO/ASQC Q9001-1994  
American National Standard, Quality Systems --  
Model for Quality Assurance in Design,  
Development, Production, Installation, and  
Servicing
- 4.2            FAR 6.302-3        Federal Acquisition Regulation clause for  
justification permitting other than full and open  
competition
- 4.3            FAR 6.303        Federal Acquisition Regulation clause for  
justification permitting other than full and open  
competition
- 4.4            FAR 35.017-4      Federal Acquisition Regulation clause for  
comprehensive review of the use and need of  
an FFRDC
- 4.5            HCP1280-2        Corrective and Preventive Action

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| 4.6  | HCP1280-3  | Internal Quality Audits                          |
| 4.7  | HCP1400-1  | Document and Data Control                        |
| 4.8  | HCP3410-4  | Employee Training                                |
| 4.9  | HQPC1150.1 | NASA Headquarters Quality Council Policy Charter |
| 4.10 | HQSM1200-1 | NASA Headquarters Quality System Manual          |
| 4.11 | NAS7-1407  | NASA/Caltech Prime Contract                      |
| 4.12 | NHB 1101.3 | NASA Organization Handbook                       |
| 4.13 | NPD 1000.1 | NASA Strategic Plan                              |
| 4.14 | NPD 8730.3 | NASA Quality Management System Policy (ISO 9000) |
| 4.15 | NPG 1000.2 | NASA Strategic Management Handbook               |
| 4.16 | NPG 1441.1 | NASA Records Retention Schedules (NRRS)          |

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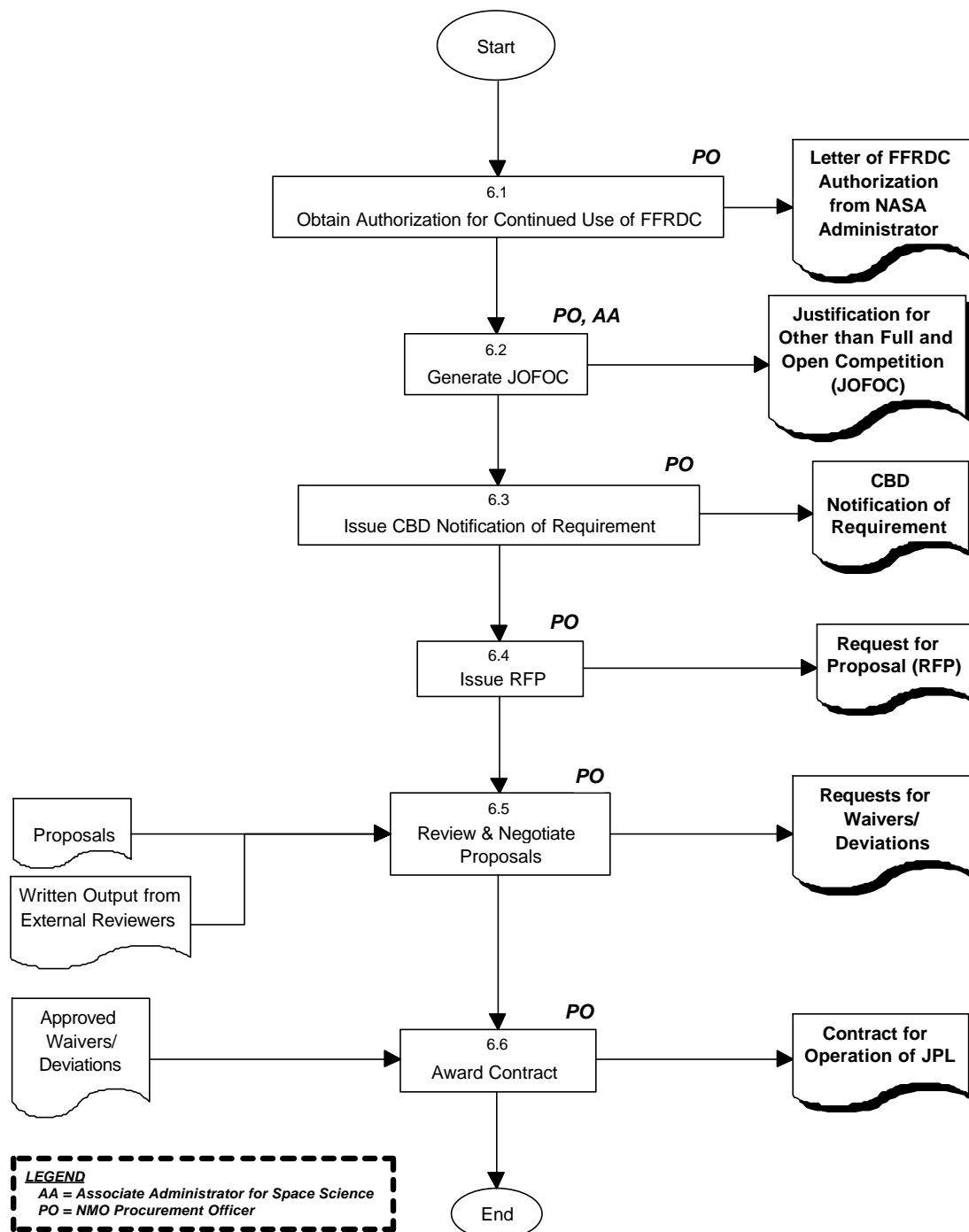
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### 5. FLOWCHART

[NOTE #1: "Quality records" are identified via shadowing of their ANSI symbols.]

[NOTE #2: Process steps are numbered in accordance with their corresponding paragraph numbers in Section 6.]



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### 6. PROCEDURE

| <u>STEP #</u> | <u>ACTION<br/>OFFICERS</u>          | <u>DESCRIPTION</u>  |
|---------------|-------------------------------------|---|
| 6.1           | NMO<br>Procurement<br>Officer       | Approximately 18 months prior to expiration of the existing JPL operations contract (a self-levied goal, not a formal external requirement), validate the requirement for a successor contract and prepare appropriate documentation supporting the decision in accordance with FAR clause 35.017-4. <i>[This documentation is subject to approval by the Associate Administrator of the NASA Headquarters Office of Procurement (Code H). The NMO creates a letter for the NASA Administrator to sign, providing written authorization for continued use of an FFRDC to satisfy NASA's space-science programmatic requirements.]</i> |
| 6.2           | NMO<br>Procurement<br>Officer<br>AA | Prepare and recommend approval of a Justification for Other than Full and Open Competition (JOFOC) in accordance with FAR clauses 6.302-3 and 6.303 and forward it for approval by the Associate Administrator for Space Science.   |
| 6.3           | NMO<br>Procurement<br>Officer       | Following JOFOC approval, issue a notification in the Commerce Business Daily (CBD) of NASA's intent to award a contract for the operation of the Jet Propulsion Laboratory.  |
| 6.4           | NMO<br>Procurement<br>Officer       | Issue a Request for Proposal (RFP) to potential interested parties. <i>[Once the RFP is released, it specifies an expected period of time to review the document, clarify its content, and (if interested) submit a proposal responsive to the criteria contained in the RFP. In this way, NASA ensures its programs managed by JPL may proceed without interruption.]</i>  |

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6.5 NMO  
Procurement  
Officer

Review proposals submitted by offerers for conformity with the requirements identified in the RFP. To facilitate a timely and complete evaluation, the NMO Procurement Officer may route portions of the proposal to cognizant NASA Headquarters Functional Offices for review and comment.

Develop a negotiation position. *[Negotiations with the selected source commence and continue until final agreement is reached on all terms and conditions of the new contract.]*

Generate requests for waivers/deviations from NASA regulations and/or Federal Acquisition Regulation (FAR) provisions (occasioned by the terms of the negotiated agreement) and submit them to the NASA Headquarters Office of Procurement (Code H) for approval. *[Code H approval is provided via a signed cover letter.]*

6.6 NMO  
Procurement  
Officer

Award the new contract for managing JPL operations. *[The contract is a bi-lateral instrument, requiring the signatures of both the NMO Procurement Officer and a representative of the recipient.]*



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### 7. QUALITY RECORDS

| RECORD IDENTIFICATION  | OWNER                   | LOCATION  | MEDIA: ELECTRONIC OR HARDCOPY | NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER | RETENTION/ DISPOSITION                            |
|--|-------------------------|---|-------------------------------|--|---|
| Letter of FFRDC Authorization from NASA Administrator          | NMO Procurement Officer | NMO Central File System (Contract Negotiations) | Hardcopy                      | Schedule 5, Item 1A1                       | Destroy 6 years and 3 months after final payment. |
| Justification for Other than Full and Open Competition (JOFOC) | NMO Procurement Officer | NMO Central File System (Contract Negotiations) | Hardcopy                      | Schedule 5, Item 1A1                       | Destroy 6 years and 3 months after final payment. |
| CBD Notification of Requirement                                | NMO Procurement Officer | NMO Central File System (Contract Negotiations) | Hardcopy                      | Schedule 5, Item 1A1                       | Destroy 6 years and 3 months after final payment. |
| Request for Proposal (RFP)                                     | NMO Procurement Officer | NMO Central File System (Contract Negotiations) | Hardcopy                      | Schedule 5, Item 1A1                       | Destroy 6 years and 3 months after final payment. |
| Requests for Waivers/Deviations                                | NMO Procurement Officer | NMO Central File System (Contract Negotiations) | Hardcopy                      | Schedule 5, Item 1A1                       | Destroy 6 years and 3 months after final payment. |
| Contract for Operation of JPL                                  | NMO Procurement Officer | NMO Central File System (Contract Negotiations) | Hardcopy                      | Schedule 5, Item 1A1                       | Destroy 6 years and 3 months after final payment. |

[NOTE #1: These "quality records" are identified in Section 5 ("Flowchart") of this OWI via shadowing of their ANSI symbols.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]

[NOTE #3: The evidence of approval (e.g., signature) for each of these quality records is contained within the records themselves.]